



## *International Chapter P.E.O. Sisterhood*

P.E.O. Executive Office  
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[www.peointernational.org](http://www.peointernational.org)

## **POSITION DESCRIPTION**

**TITLE:** Project Supervisor  
**DEPARTMENT:** P.E.O. Scholar Awards  
**SUPERVISOR:** Executive Director

### **POSITION SUMMARY:**

This position operates on a 30-hour workweek, Monday through Friday, and processes all applications for the P.E.O. Scholar Awards. This includes sending qualifying applications to the trustees for decision, assisting the trustees in notifying the appropriate persons of their decisions and maintaining proper records of the awards. Benefits provided with this position include insurance (health, vision, dental, life and long-term disability), paid-time off, holidays and 401(k).

### **RESPONSIBILITIES:**

- Review nominations and applications for eligibility and forward qualifying applications to the trustees for decision
- Receive and respond to inquiries regarding the P.E.O. Scholar Awards
- Send monthly emails to state, provincial and district chapter chairs
- Assist trustees in notifying appropriate persons of the trustees' decisions
- Maintain files and lists of applicants and recipients
- Request award checks and prepare certificates for presentation to the recipients
- Assist with the preparation of the project display and answer questions on-site at the biennial Convention of International Chapter, as directed by the executive director and board of trustees
- Provide back-up support as needed for other departments as directed
- Perform other duties as assigned

### **SUPERVISION:**

This position operates within the guidelines developed by the board of trustees and office practices and procedures established by the executive director. Questions should be referred to the board of trustees or the executive director.

### **REQUIRED QUALIFICATIONS:**

- Excellent written and oral communication skills.
- Excellent interpersonal and customer service skills.
- Desire and ability to work as part of a team.
- Ability to represent the organization with the highest standards.
- Ability to work independently and be highly-motivated.
- Ability to prioritize tasks.
- Detail-oriented, dependable and trustworthy.
- Computer skills required with proficiency in Windows-based applications including Microsoft Word, Excel and Outlook.
- Willingness to work additional hours as required during peak times.

**PREFERRED QUALIFICATIONS:**

- Familiarity with P.E.O.'s mission, membership and policies.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

- This position works on-site at the P.E.O. Executive Office.
- Must be able to travel out of state biennially for Convention of International Chapter.
- Must be able to lift up to 25 pounds at times.
- Must be able to accommodate office responsibilities, including working on a computer and sitting for extended periods.